Blackboard Collaborate Ultra features

Feature	Overview	Limitation/s	Considerations	Resources – How to
Scheduling / setting up	You can schedule a session within your vUWS site.		If you need to set up multiple online workshops, you can use Groups tool to inform students of the URL to use for their respective workshop/class. **TIP:** Sessions can be set up to be recurring by selecting the Repeat Session option. Repeat sessions can be across weeks and multiple days.	Scheduling sessions
Recording	A recording can be started and stopped at any time during the session. Multiple recordings can be done and will save as a separate recording in the recordings list. Inform students that the session will be recorded and if participants do not wish to have their image captured, they should turn off their video		Ensure your video/audio set up is equipped to produce quality sound and video. **TIP:** Recordings are automatically made available in the recordings list without any intervention.	Recording

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Share screen	Collaborate allows for screen sharing. The host can share their screen by opening the Collaborate Panel (found on the bottom right of the screen), then clicking the *Share Content* tab and selecting *Share Application/Screen.*	Participants cannot share their screens unless they are promoted to Moderator.	Share a 'welcome' slide to let learners know that they are in the right session. You can also include instructions on what to do while they wait – e.g. check audio, video, say hi.	[Sharing content](#)
Whiteboard	The Whiteboard feature will allow you to share a whiteboard that you and other participants (if allowed) can annotate on.	You cannot add an image or diagram onto the whiteboard. This is done by using the *Share Files* option.	You can invite students to use the Whiteboard to collaboratively work together E.g. Brainstorming session **TIP:** Similar to 'sharing your screen', you can access the whiteboard, by opening the *Collaborate Panel (found on the bottom right of the screen)*, then clicking the *Share Content* tab and selecting *Share Blank Whiteboard.*	[Sharing a whiteboard](#)

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Feature	Overview	Limitation/s	Considerations	Resources – How to
Share Files	The Share Files allows the host to share images, PowerPoints or PDFs for students to see during the session. Similar to 'sharing your screen', you can access the whiteboard, by opening the *Collaborate Panel (found on the bottom right of the screen)*, then clicking the *Share Content* tab and selecting *Share Files*. You can then drag and drop files to be shared.	The file type is limited to JPGs, PNGs, PowerPoints and PDFs.	The contents of the files will be displayed directly to students. The host can use the contents to present like a slide show and use annotation tools over the top.	[Share content](#)
Breakout groups	Breakout Groups allow you to split your Collaborate session into smaller separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically (at random), manually by selecting the group attendees join or by allowing participants to choose their own group.		You can use Breakout Groups to divide students into smaller groups for a discussion on a certain topic. You may want to assign a scribe/presenter in each group to report back to the main session. **TIP:** In large classes, it may be hard to manage and assign Breakout Groups to participants. **TIP:** Breakout room participants have full audio, video, whiteboard, screen share, share files and polling functionality.	[Breakout groups](#)

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Polling	Polling can be used to gauge the understanding of the participants and to reset the participant attention. Polls can be set up prior to the scheduled Collaborate session	Polling only has two question types – Multiple Choice and Yes/No.	Incorporating polling at strategic times throughout the session.	Polling
Manage Attendees	Collaborate allows the management of student questions or a show of response with the raise hands function. For example, you may ask students to raise their hands when they have a question or if they understand the instruction/content.		Set the expectation for raising hands to ask a question verbally, or to make you aware if they have written in the chat box.	Manage attendees
Chat	The chat feature can be used to ask questions during the session or provide responses to questions. Inform students that the session will be recorded and if participants do not wish to have their image captured, they should turn off their video		Monitor the chat to ensure you are allowing students two way communication. **TIP:** When asking questions, it is best to ask open ended questions for multiple responses. Where possible, use a slide with the question to answer.	Chat

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Audio	For small groups (<20) you may wish to encourage verbal dialogue. Advise participants prior to the session that they will need a microphone to participate in the activities. Start with an ice-breaker activity to both test the ability for the participants to use their microphone, fix any audio problems and get participants comfortable with speaking to the group verbally.		Advise participants prior to the session that they will need a microphone to participate in the activities. **TIP:** Video is good to use in conjunction with audio, however, keep in mind the extra bandwidth requirement for participants.	[Audio and video](#)
Video	Seeing students creates a more natural environment for discussion. This is useful for small groups and can create a sense of community. Facial expressions are useful when discussing content and helps to establish a safe and collegial environment.		Advise participants that a webcam or equivalent will be required to fully participate in the class. **TIP:** Bandwidth may be an issue when using video and should be considered.	[Audio and video](#)
Attendee Reporting	An attendee report can be obtained through the reports for the session (Filter By All Previous Session > Session Options > View Reports). The report will display a list of attendees and can be exported to a CSV.	The Attendee Reporting is not available to view an overview of all sessions, only each session individually.		[Reports](#)